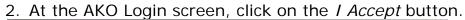
## **CREATING AN AKO ACCOUNT**

1. Log on to the AKO Login screen: https://www.us.army.mil/

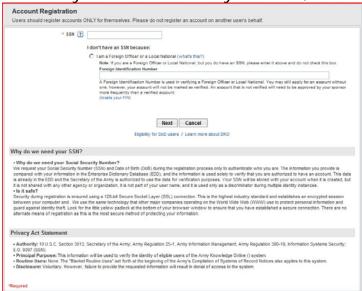




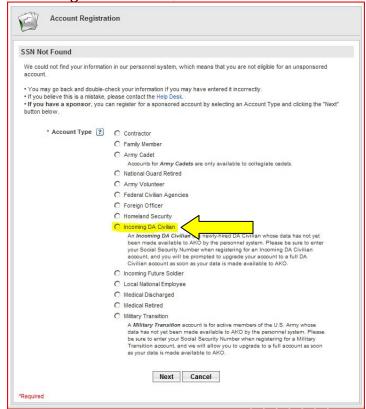
3. Click on Register without a CAC located under New User?.



4. Enter your Social Security Number; click Next.



5. If you receive the SSN Not Found screen, you will need to register for a sponsored account until your information has been finalized in the personnel system. Under Account Type, select *Incoming DA Civilian;* click *Next*.



6. Enter your Date of Birth; click Next.

(Note: You will not be prompted for date verification if your information has not yet been entered and/or made available to AKO from the personnal system.



7. If registering for a sponsored account, enter the username of the Agency's Onboarding Program Manager: **siobhan.moore**; click *Next*.

Account Regis	tration
Sponsorship	
* Spons	Please enter your sponsor's username. e.g., john.d.smith  Next Cancel
*Required	NEXT Called

8. Select a Civilian Title and Country of Citizenship. If your information has already been made available to AKO in the personnel system, your First Name, Middle Name (if any), Last Name, and Suffix (if any) will be populated; otherwise, enter your name in the appropriate fields. Click *Next*.

Jser Information		
<ul> <li>Trailing numbers will be used a</li> <li>AKO User IDs that do not confo</li> <li>The only exceptions are userna</li> </ul>	mes must follow the format "firstname.mi.lastname". s necessary to create unique IDs. orm to this requirement are subject to deactivation. smes that are longer than 59 characters. the first and then the last name until the 59 character limit is rea	ched.
* Civilian Title	Select a Title	-
* First Name		
Middle Name		
	I don't have a middle name.	-
* Last Name		
Suffix	Select One	
Maiden Name		
* Country of Citizenship	Select One	-

9. Enter your external (personal) email address. If you do not have one, select the 'I do not have an external email address' box; click *Next*.



10. Enter 'U.S. Army Audit Agency' in the Organization field and a contact phone number (required). (If you know the address of your field office, you can enter it in the Organization Address field. Otherwise, that can be completed in AKO after arrival to the Agency.) Click *Next*.

ganization Informa	tion				
Organization	?	U.S. Army Audit Agency			
Organization Address ?	?	Address		City	
		State Zip Code		/	
Contact Information ?	?	* Phone Number	DSN Number		
			Fax Number		
ell Phone Information	?	Cell Phone Number	Cell Pho	ne Provider	

11. Enter a password following the guidelines provided. Reenter the password to confirm; click *Next*.

et Your Password		
Your password has these restriction it must be at least 10 characterist must contain at least 2 specific it must contain at least 2 number or more information on these res	rs al characters: !@#\$%^&*+=\':;., ers	It must contain at least 2 uppercase letters     It must contain at least 2 lowercase letters     It IS case sensitive
* Confirm Password		

12. For security purposes in the event that you have forgotten your password, you will be required to enter three Password Questions. Click *Complete Registration*.

Password Questions	
our questions and answers will t ensitive and should be as secu	be used to identify you if you lose your password. Answers to these questions are ca ire as your password.
* Question 1	Please select a question
* Answer 1	
* Confirm Answer 1	
* Question 2	Please select a question
* Answer 2	
* Confirm Answer 2	
* Question 3	—Please select a question
* Answer 3	
* Confirm Answer 3	
	Complete Registration Cancel

13. You will receive a confirmation screen with your AKO User Account Information. You can print this screen for your records. IMPORTANT: Your AKO username will be part of your Agency email address (username@us.army.mil) and will be required to obtain your Common Access Card (CAC) that you will receive after arrival to the Agency.

Your AKO Sponsor will receive an email notification of your account request and will approve/activate your account. If you provided an

external email address, you will receive email notification that your account has been approved.

Your account should automatically convert from a sponsored to a permanent full DA Civilian account within 4-8 weeks after your arrival. If you have any questions or problems with your AKO account, you can contact the AKO Help Desk at help@us.army.mil. Further assistance can be provided by contacting the AAA Webmaster.